



**City of Tucson
Police Department
Alarm Unit**

**ALARM BUSINESS
CHECKLIST**

For Primary Alarm Business Applications:

- _____ Proof of Age (each controlling person must submit a clear copy of a valid Driver's License or other government issued identification with a picture).
- _____ Each controlling person must submit one set of fingerprints for a background check.
- _____ Each controlling person must submit two (2) current photographs - must be 2" x 2".
- _____ Agent List – All persons who install, repairs, and maintain the alarm systems for your company (Titled the Application Supplement Form)—attached.
- _____ Location List – List of all the cities, towns, and municipalities in Arizona where you do business.
- _____ Copy of Articles of Incorporation.
- _____ Copy of Contractors License
- _____ Copy of State Transaction Privilege Tax License (Issued by Arizona Department of Revenue)
- _____ City of Tucson Occupational License
- _____ **\$200.00 Primary Business Application Fee—Made Payable to the City of Tucson**
- _____ **\$20.00 Business Renewal Fee—Made Payable to the City of Tucson**
- _____ **\$24.00 Background Investigation Fee for Each Controlling Person—Payable Only By Cashier's Check or Money Order To The Arizona Department of Public Safety**

For Reciprocal Alarm Business Applications:

- _____ No Background checks will be required.
- _____ Proof of Age (each controlling person must submit a clear copy of a valid Driver's License or other government issued identification with a picture).
- _____ Each controlling person must submit two (2) current photographs - must be 2" x 2".
- _____ Agent List – All persons who install, repairs, and maintain the alarm systems for your company-- (Titled the Application Supplement Form)—attached.
- _____ Location List – List of all the cities, towns, and municipalities in Arizona where you do business.
- _____ Copy of Articles of Incorporation.
- _____ Copy of Contractors License.
- _____ Copy of State Transaction Privilege Tax License (Issued by Arizona Department of Revenue)
- _____ Copy of current Primary Alarm Business License from one of the below listed jurisdictions:
Chandler, AZ
Mesa, AZ
Phoenix, AZ
- _____ City of Tucson Occupational License
- _____ **\$75 Reciprocal Application Fee—Made Payable to the City of Tucson**
- _____ **\$10 Reciprocal renewal Fee—Made Payable to the City of Tucson**

Return the application, all documentation and the applicable fees in person or by mail. All the above information must be complete or your packet will not be considered and will be returned.

In Person:

**City of Tucson
255 West Alameda
1st Floor-West
Tucson, AZ 85701**

Mail To:

**City of Tucson
Revenue Division—License
PO Box 27210
Tucson, AZ 85726-7210**